



OHRM - 2003-06

Office of Human Resources Management Policy Memorandum

Subject: Department Level Correspondence and Mass E-mail Communication

The purpose of this memorandum is to outline the procedures for forwarding correspondence to the Department level as well as mass e-mail communication within ITA. The intent of these procedures is to ensure that the HR Officer is aware of the content of all correspondence sent to the Department level and that all mass e-mail communication has been reviewed for quality.

Procedures for Forwarding. Correspondence to the Department:

No correspondence will be sent or hand carried to the Department level until *written* coordination or approval has been obtained from the HR Officer. During the absence of the HR Officer, correspondence of an urgent nature, e.g., correspondence with a due date prior to the HR Officer's availability, shall be forwarded to the Acting HR Officer for coordination and approval. Written coordination and approval from the CFO/DOA must be obtained only in the unlikely event that neither the HR Officer or Acting HR Officer are available.

Procedures for Sending Mass E-mail Communication:

All mass e-mail communication, e.g, messages sent to large groups of employees, shall be reviewed by a Division Director or Acting Director prior to release. Only messages authorized by a Director or Acting Director may be released electronically.

These instructions apply to all HR program areas without exception.

Approved: *Doris W. Brown*
Doris W. Brown
Human Resources Officer

10-17-2003
Date